

St Catherine's C of E School

Volunteer Policy and Code of Conduct

Code of conduct for volunteer helpers in school

Volunteers are encouraged and invited to help in the school with varying activities under the supervision of the individual class teachers.

Volunteers play a valuable role in the classroom in extending the children's experiences and access to adult assistance. We value volunteer support in all areas including language activities, art and craft, and library. We appreciate the extra personal involvement volunteer participation permits the children, and know that it is a rewarding experience for volunteers. St Catherine's C of E School values volunteer helpers.

Volunteer Helpers:

- Enable the teacher to provide a wider range of activities.
- Enable the teacher to ensure that small groups have adult supervision.
- Work 1:1 with students providing quality learning experiences.
- Share their expertise to enrich programs e.g. craft activities.
- Assist in the preparation of work tasks and the setting up of equipment.

Please speak to the class teacher or Head of School if you would like to volunteer in our school. All volunteers in our school are required to undertake a DBS (Disclosure and Barring Service) check. **This must be completed before voluntary work can begin.**

To become a volunteer you will need to complete the following process:

Log onto the website: <http://disclosure.capitarvs.co.uk>

Username: STCATHERINES

Password: cornwallcouncil

And then complete the online form.

Following that, pass your allocated number, along with the required documents as listed on the above website (where possible, for the photo ID a passport is preferred) to the school office for the process to be completed. Please sign the following volunteer code of conduct.

On every visit, sign into the school office and sign the class attendance register. If no longer volunteering, please inform the office. A break of 3 months or more would mean the above process needs to be repeated.

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Guidelines for Volunteer Helpers

The classroom teacher is responsible for the education, control and behaviour management of the children. The volunteer is a helper, working under the teacher's direction.

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The classroom teacher is the professional and facilitates the learning. The school expects volunteers to respect the teacher's expertise and maintain a professional attitude as they work alongside the teacher. **The school stresses the importance of being professional and it insists that volunteers do not discuss classroom, events, and/or children outside the class or school. The school expects that volunteers will not disseminate radical or discriminatory views.** Because teachers are entrusted with the development of whole classes of children, and have the long term good of each child at heart, we ask that volunteers also provide for all the children – the confidentiality, support and equal opportunities they would wish for their own child. The teacher, as the caring professional and facilitator, will at all times provide the guidance needed by classroom helpers. If there is anything that volunteers are not clear about, we ask that they discuss it with the teacher, and not outside the classroom.

Health and Safety

For a variety of health and safety issues, it is very important that we know exactly who is on the school premises and where they are. We, therefore, ask that every adult who comes into the school does so via the Office. **Volunteers must first sign in in the office, collect a sticker and then sign the volunteer register in the class they are working. On the first visit, please read and sign the statutory safeguarding guidance, part 1. The class teacher will talk through the school's specific safeguarding guidance with you. At the end of the session it is necessary to return to the office to sign out. At all times we need to know who is in the school. For your own protection/safety we ask that volunteers do not enter the classroom unless a member of staff is present.**

Our policy is that mobile phones must not be used whilst in the presence of children.

Confidential Information

Occasionally in school you will become aware of information about children which is confidential or private to the child or their family. This is a delicate matter that requires a great deal of tact on your part. Any information that leads you to believe a child is at risk should be mentioned to the Class Teacher/ Assistant Head or Head of School. **Any conversation with parents outside is a breach of the school's confidentiality.** Even a comment such as 'your Eric reads well,' is not acceptable as others will wonder why you have not said that to them.

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It is very important to treat anything you hear or see in school with regard to particular children as being in absolute confidence and entirely a matter within the school.

Similarly you may find that parents who are friends will ask about the progression or behaviour of their children in school. Again, this is a matter requiring a great deal of tact on your part and it is very important that you firmly suggest that if they are worried in any way about their child then they must discuss the matter themselves with the class teacher.

Supervising Children

Whenever you are supervising children, the following points will be of help:-

1. Always treat children with respect and in the same sort of way that you would expect them to treat you.
2. Be friendly towards them.
3. Do not raise your voice. If you speak normally to the children they will have to be quiet in order to hear what you are saying.
4. Tell them exactly what to do in as much detail as possible.
5. Don't be afraid to quietly and calmly correct a child that is misbehaving but never manhandle the children at any time. If in doubt, speak to the nearest member of staff.
6. Praise the children wherever possible.
7. Do not let the children become 'silly' or over-friendly with you. They must learn to behave socially towards adults who are not close friends. Encourage them to be polite to one another.
8. If you are concerned about a child for any reason, have a word with the class teacher - Do not speak directly to the parents of the child. This is the teacher's job.
9. For your own protection and safety, you should never be alone with a child or a group of children.

Hearing Readers

One of the tasks that you will probably be involved in is reading with the children. This is an important but time consuming task. The exact approach will depend on the reading level of the child.

Beginning readers:

1. Children should be aware that you read from left to right, top to bottom, turning the pages from right to left.

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2. Read the book together to start with.
3. Discuss the pictures and the story.
4. Read the book again pointing to each word as you read.

Early reader:

1. Discuss the pictures and the story.
2. Read the story together.
3. Ask the child to find key words which are repeated several times in the book i.e.. 'the',' up',' in', etc.
4. The children should be aware of full stops and that you need to pause at a full stop and not to run sentences together.

Extending reading:

As the children can read more words try to get them to work out new words by making a good logical guess. Maybe the picture will help. If the child has good knowledge of initial sounds, looking at the first letter strings or small words within words, sound out the whole word e.g. ing in king Try to get the child to read to the end of the sentence and then go back to work out an unknown word.

Even with competent readers you should discuss the stories and pictures. Also you can try to encourage the children to use expression or put on suitable voices.

Discussion Questions:

The following are examples of the types of questions to use when discussing a story.

What was the story about?

Who was the main character?

What sort of a person was he?

Was that a sensible thing to do?

What should he have done?

Which part did you like best?

What would have happened if....?

Try to relate some ideas to the children's own experiences. i.e. Can you....? Have you ever?

In Conclusion

We hope that you enjoy your time as a volunteer. If there is anything we can do to assist you in this important role please don't hesitate to speak to the Class Teacher, Assistant Head or the Head of School.

Signed by Volunteer:**Name:**.....**Date:**.....

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For teachers:

- Always inform the Head of School and Office of any new applications to be a volunteer.
- No volunteer can begin in class until they have completed the DBS check and the school office has seen and checked relevant paperwork.
- The school office will inform you when a volunteer is ready to begin.
- On the volunteer's first visit please:
 - Introduce the volunteer to the office and Head of School.
 - Ensure that the volunteer reads and signs the 'Keeping Children Safe in School – statutory guidance Sept 2016 – part 1' and have had school safeguarding practice explained to them before they start in class.
 - Ensure that a signed copy of the code of conduct has been given to the office and a copy made for the parent to keep.
 - Go through fire drill procedures.
 - Remind volunteers to sign in to the office.
- Keep a register in class, which volunteers must sign and date upon every visit.
- Remember volunteers are not employed by the school and are not bound by the same policies, procedures and statutory requirements, they may not have relevant training and so it is the class teacher's responsibility to guide, support and monitor any volunteer.

ALWAYS ENSURE ALL VOLUNTEERS WORK UNDER A 'LINE OF SIGHT POLICY' – VOLUNTEERS SHOULD ALWAYS WORK IN THE CLASSROOM UNDER DIRECT SUPERVISION OF A MEMBER OF STAFF. VOLUNTEERS SHOULD NOT BE ASKED TO CARRY OUT ERRANDS, SUCH AS PHOTOCOPYING, THAT REQUIRE THEM TO WALK AROUND THE SCHOOL PREMISES UN-ATTENDED.

If you have any concerns about the conduct of any volunteer please speak to the Head of School.